

Custodial Operations Policy and Procedures

15.2 Fire safety and maintenance

Policy summary

The objectives of this policy are the prevention of fires in correctional centres and the maintenance of fire-fighting and related equipment.

Every correctional centre and other place of detention required to have and maintain a *Local Fire Emergency Plan*, a *Local Emergency Control Structure*, and a *Pre-Incident Plan Information Folder*.

Each centre must have an appointed Fire Safety Manager (FSM) to oversee and report on all aspects of fire safety and maintenance.

Management of Public Correctional Centres Service Specifications

Service specifications	Safety and security
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Scope

This section applies to all correctional centres and other facilities administered by or on behalf of Corrective Services NSW (CSNSW).

It also applies to all CSNSW employees, and where relevant to other personnel such as Justice Health and Forensic Mental Health Network (JH&FMHN), contractors, subcontractors, and visitors.

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1 Fire safety and maintenance

1.1 Reducing the risk of fire

It is the responsibility of all personnel to ensure that any risks of fire are reduced. Immediate action must be taken to reduce risks of fire and all identified risks reported via an *Incident Report Form* to the Functional Manager (FM).

Personnel must (as relevant to their role at a correctional centre):

- minimise the amount of property stored in inmate cells and accommodation store rooms. Excess inmate property can be confiscated and disposed of in accordance with clause 47 *Crimes (Administration of Sentences) Regulation 2014*
- not store combustible or flammable material in or near accommodation areas
- not interfere with or misuse fire safety equipment
- keep all areas of the correctional centre clean and tidy and ensure clear access to fire assets at all times
- inspect daily, their individual workplaces to identify fire safety (and other) hazards and take action to remedy the risks.

1.2 Fire safety manager

The Governor must appoint a FSM at each correctional centre to oversee and report on all aspects of fire safety and maintenance. The FSM must complete a level 2 Fire Safety Manager training course provided by the Fire & Rescue NSW Comsafe Training Services.

The FSM is responsible for overseeing and regular reporting on all aspects of fire safety, and for providing regular fire awareness training to all custodial and non-custodial staff with the correctional centre or other place of detention.

The duties of the FSM include:

- liaising with the Fire Safety & Environmental Risk Management Group and supporting the centre management on fire equipment and services, and any perceived fire risks that may compromise the security of the centre, and providing strategic solutions
- liaising with the site maintenance manager on the status of servicing and readiness of all essential fire safety measures, and providing escort to fire service technicians when available

In addition the FSM must regularly consult and communicate with:

- centre management
- local fire authorities
- CSNSW Fire Safety and Environmental Risk Management Group (S&I).

For a more detailed position description of the FSM, contact the Fire Safety and Environmental Risk Management Group by telephone on (02) 4582 2718.

1.3 Pre-incident plan information folder

For Fire & Rescue NSW and other emergency services to utilise when attending the centre to effectively respond to a fire or other emergency situation, the main gate of each correctional centre or other place of detention must have the following:

- a *Pre-Incident Plan (PIP) information folder*
- a *Material safety data sheets folder*
- site plans.

The PIP Information Folder will identify the location of all:

- electrical shut-off switches (distribution boards)
- fire hydrants
- by-pass valves
- stop valves
- water supplies including static
- storerooms and other areas where hazardous and flammable materials are kept or used.

When not being used by emergency services personnel or the FSM, the *PIP Information Folder* must be kept in a secure area in the gate or main entrance to the facility. It must be treated as a confidential document and cannot be read by unauthorised personnel or inmates.

If the folder is taken for use by emergency services personnel the most senior officer on duty in the correctional centre at the end of the emergency must ensure the folder is returned to the secure area from which it was taken.

An emergency set of keys to the facility must be available in the gate or main entrance to the correctional centre for issue to emergency services. They are not for daily use but must be accounted for at the same time as all the other keys are checked.

The *Pre-incident data collection form* must be used to assist in gathering data for the *PIP Information Folder*.

1.4 Local fire emergency plans for the correctional centre

The Governor must ensure that there are local fire emergency plans for every building at the correctional centre, complex or other place of detention.

These plans must be reviewed every six months. Fire evacuation drills should be conducted based on a needs analysis.

1.5 Procedure for local emergency control structure

Each correctional centre must have a local emergency control structure, setting out operational roles and lines of communication during all fire emergencies. It also allows emergency services personnel to recognise the role of correctional centre personnel.

	Procedure	Responsibility
1.	Wear a tabard (vest) affixed with the word 'CSNSW Site Controller' during a major fire All external emergency services recognise this person as a site controller and will deal with them directly. Depending on the circumstances the site controller may be the Governor or FM.	Most senior officer
2.	Appoint a Field Controller, who will be responsible for the management of the incident at the location of the fire and will wear a tabard affixed with the words "Field Controller".	CSNSW Site Controller
3.	Manage incident at the location of the fire and be as visible as possible to all external agencies, and remain on site for the duration of the incident.	Field Controller
4.	Wear a tabard that identifies as medical personnel to external agencies. This applies where JH&FMHN staff are on site.	JH&FMHN staff

1.6 Correctional centre fire teams

Extinguishing fires is the responsibility of Fire & Rescue NSW. Consequently, correctional centre fire teams are not to be established unless otherwise directed by the Commissioner or Assistant Commissioner, Custodial Corrections.

However, all personnel must initially respond to a fire by raising the alarm, evacuating people to a safe area and, if safe to do so, extinguishing or containing a fire with available equipment.

CSNSW personnel are trained only in basic fire-fighting techniques and so they must not attempt to engage major fires. First attack fire-fighting may be conducted on major fires from a defensive position until professional fire-fighting agencies arrive (**refer to COPP section 13.5 Fires**).

1.7 Procedures for fire safety and maintenance

	Procedure	Responsibility
1.	Schedule regular fire awareness training to all custodial and non-custodial staff in the centre.	Fire Safety Officer
2.	Complete practical annual reaccreditation of fire hose reel and extinguisher use for all JH&FMHN staff when required.	Fire Safety Officer
3.	Conduct a monthly survey and inspection of all fire detection and suppression systems and complete the <i>Fire safety manager's monthly inspection report</i> and email to the Fire Safety & Environmental Risk Management Group, including: <ul style="list-style-type: none"> • false-alarm information • remedial actions taken. 	Fire Safety Officer
4.	Complete fire emergency plan reviews every 6 months with	Fire Safety

	Procedure	Responsibility
	the FM.	Officer/FM
5.	Prepare and oversee all approved fire drills (based on a needs analysis report to the Governor).	Fire Safety Officer
6.	Coordinate, oversee and report on visits by fire equipment maintenance professionals and work performed.	Fire Safety Officer
7.	Collate and maintain <i>PIP information folder</i> , <i>Material safety data sheets folder</i> and site plans at the centre's main gate and provide a copy to local fire authorities for comment and logging.	Fire Safety Officer

1.8 Management of false/nuisance fire alarm charges

In order to minimise the cost to CSNSW of fees levied by Fire & Rescue NSW for responding to false/nuisance fire alarms and to allow the Fire Safety & Environmental Risk Management Group to apply for waiver of such fees, CSNSW staff are to direct all responding Fire & Rescue NSW officers to inspect the location of the false alarm incident. This will ensure accurate Automatic Fire Alarm (AFA) incident coding is logged.

Should the Fire & Rescue officer decline to inspect the location of the false alarm incident, this is to be entered into the gatehouse journal and reported to the FSM.

The FSM is to include information concerning false alarms in the *Fire safety manager's monthly inspection report*.

2 Quick links

- [Related COPP](#)
- [Forms and annexures](#)
- [Related documents](#)

3 Definitions

AFA	Automatic Fire Alarm
COPP	Custodial Operations Policy and Procedures
CSNSW	Corrective Services NSW
FM	Functional Manager
FSM	Fire Safety Manager
JH&FMHN	Justice Health & Forensic Mental Health Network
PIP	Pre-Incident Plan
Tabard	A reflective vest worn by emergency personnel to identify specific roles during an emergency situation

4 Document information

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